



UNIVERSITY OF
NOTRE DAME

Mendoza College of Business

Executive Education

University of Notre Dame
Executive
Certificate Programs
2008

Negotiation
Executive Certificate Program



UNIVERSITY OF NOTRE DAME

The University of Notre Dame, founded in 1842, is one of the premier universities in the country. Admission to the university is highly competitive, with five applicants for every opening in the freshman class. Notre Dame is currently ranked #20 among the best national universities by *U.S. News & World Report*. The Mendoza College of Business is currently ranked as the #7 undergraduate business school in the nation by *BusinessWeek* and consistently ranks among the best in business education and remains among the top business schools worldwide.

The University of Notre Dame is accredited by the Higher Learning Commission of the North Central Association of Schools and Colleges (NCA). The Mendoza College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB).

Hurry! Monthly Classes Fill Quickly.

- 800-441-5620
- Intl. +1 813-612-5304
- NotreDameOnline.com

Negotiate Your Way to the Top!

In today's highly interactive, multicultural world, negotiation – the ability to interact with and influence others – has become more important and more complex than ever. This program is uniquely designed to improve students' interpersonal skills and professional interaction, to drive their success and advance their careers. After successful completion of the **Executive Certificate in Negotiation**, students will acquire new knowledge with enlightened perspectives and will learn how to implement negotiating strategies for increased personal and professional success.

COMPETITIVE ADVANTAGES FOR A CHANGING WORLD

Change is constant in today's dynamic global marketplace. Notre Dame's Executive Certificate in Negotiation is the first of its kind to offer you and your company a leading-edge advantage. Whether you communicate across conference tables or continents, you'll acquire the power to become more influential in an increasingly complex world.

The online Executive Certificate in Negotiation program features three eight-week courses presented by the country's leading experts in negotiation – the same professors who teach at Notre Dame's top-ranked Mendoza College of Business!

Each course contains up to 16 hours of streaming video presentation, independent exercises and mastery exams, and will take between 25–30 hours to complete. These courses also give students a chance to practice what they've learned by engaging in hands-on simulations, ultimately learning what processes fit their own individual personalities and approaches.

Learn How to:

- Use interpersonal skills to influence outcomes and achieve greater success
- Apply techniques for working more effectively one-on-one, in groups and across cultures
- Tap into your own leadership competencies and learn to lead more effectively through both verbal and non-verbal communication
- Leverage strategies to produce optimal outcomes while working with difficult people and difficult situations

PLAY TO WIN WITH ONLINE NEGOTIATION EXERCISES

Partner with classmates for one-on-one negotiation exercises that test your knowledge and sharpen your skills through real-world case studies! Notre Dame's unique interaction tool allows you to practice what you have learned and develop your skills in actual negotiations. Each class requires you to complete four to six online negotiation exercises, which are necessary to earn your certificate.

You and your partner will be given a specific set of materials to read before each exercise. After completing a negotiation, each student will enter results through a survey that is created by our test engine. Immediate debrief lectures ensure optimal learning outcomes, so you don't have to wait to see how you did. It's an ideal way to apply the proven negotiation techniques you learn!



CERTIFICATE IN NEGOTIATION

Notre Dame's online negotiation program will increase your business clout, giving you more confidence and greater control of your career. You'll expand your leadership competencies and learn to be more effective in verbal and non-verbal communication – in one-on-one, group and cross-cultural situations. Get the knowledge and skills you need to maximize your performance and enhance group synergy with the online Executive Certificate in Negotiation from Notre Dame.



Figure 1

ADVANCED CERTIFICATION

Students receive their Executive Certificate in Negotiation after completing these eight-week courses:



Get the credentials and know-how you need to take your professional life to the next level – without putting the rest of your life on hold! Convenient and affordable, this online certificate program helps professionals like you build powerful careers in today's complex and rapidly changing business environments.

Program Benefits

- Gain an increased understanding of the role of interpersonal skills in influencing outcomes and achieving greater success
- Learn to work more effectively one-on-one, in groups and across cultures
- Tap into your own leadership competencies and learn to lead more effectively through both verbal and non-verbal communication
- Develop strategies to produce optimal outcomes while working with difficult people and difficult situations

Who Should Enroll?

The real question is: Who shouldn't? Whether you're a sales person interested in developing more effective presentation strategies, a business leader who negotiates with upper management, or an entry-level employee looking to move up the corporate ladder – an Executive Certificate in Negotiation will empower you to negotiate and influence with confidence.

EXPERIENCE AN UNMATCHED ONLINE CLASSROOM

Our online classroom is second to none! It's dynamic, interactive and multimedia driven. You'll interact with fellow students and instructors in real time on message boards, in online chat rooms and via email – it's just like being in the classroom, live, on the Internet.

Communicating with professors during virtual office hours and viewing leading industry experts via streaming video make learning faster than in the traditional classroom setting. You'll do everything online in your own time, so you can work full time and continue your education, impacting your company's bottom line in a very positive way!

UNPARALLELED FEATURES

- Virtual classroom that's better than live
- Professor-led classes through online streaming video
- Chat rooms and message boards for rich, real-time interaction with professors and students alike
- Ability to study anytime, anywhere
- No required login times – 24/7 access
- Multimedia access – not a book-in-a-box, go-it-alone program

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EMPOWER YOURSELF WITH NEGOTIATION KNOW-HOW!

As a student in this comprehensive negotiation certificate program, you'll learn from the same graduate-level professors who teach on campus at Notre Dame. The courses give students a chance to practice what they've learned by engaging in hands-on simulations, ultimately leading them to an understanding of what processes fit their own individual personality and approach.

The Executive Certificate in Negotiation is open to everyone interested in gaining and improving their negotiation and leadership tools and skills. This program is uniquely designed to improve students' interpersonal skills and professional interaction, to drive their success and advance their careers. Taken individually or as a series, these courses provide the knowledge to implement negotiating strategies for increased personal and professional success.

Negotiation Essentials

In *Negotiation Essentials*, students build a solid understanding of competitive interaction and develop the tactics, strategies and interpersonal skills necessary for success when competing over resources, direction or ideas. The course is designed to bring those with little or no formal negotiation training up to speed while helping seasoned negotiators re-examine their foundational skills and break any bad habits they may have developed over time.

What You'll Study:

- Negotiation foundations
- Effective preparation
- Claiming value at the table
- Risks and impacts of "fairness"
- Dangers of "Win-Win" approaches
- Traps/barriers to overcome

Advanced Negotiations

Advanced Negotiations aggressively builds on *Negotiation Essentials*, focusing on negotiating effectively and influencing others in the face of complicated situations. You'll be challenged to consider when and why to work on negotiation teams and how changes in negotiation context impact tactical options and outcomes. Discussion includes specific strategies for working at a distance versus face-to-face negotiation, as well as influencing multiple parties and utilizing the services of an agent. You'll also explore communication strategies for more effective cross-cultural interaction, simple gender differences and emerging global issues.

What You'll Study:

- Working and managing teams
- Improving influence skills
- Personality and cultural impacts
- Verbally and non-verbally building relationships and communicating power
- Working effectively at a distance

- Ethics and deception

Strategies for Conflict Management

Much of what transpires in the workplace and during the workday concerns non-monetary interpersonal issues. *Strategies for Conflict Management* focuses on the critical skills associated with handling difficult people and situations, highlighting the kinds of negotiation and influence processes that yield optimal outcomes and keep relationships intact. You'll learn how to improve your own performance during confrontations and develop strategies to effectively manage hotly contested disputes among colleagues or subordinates. In addition, you'll improve your approach to working before, during and after any conflict.

What You'll Study:

- Avoid or confront: which path to choose
- Effectively handling difficult people and situations
- Deadlines and ultimatums
- Conflict management strategies, options and implications
- "Default" strategies
- Hostility-reduction tools
- Intervention via mediation and arbitration



UNIVERSITY OF NOTRE DAME FACULTY

The Executive Certificate in Negotiation is led by members of the Executive Education faculty of Notre Dame's top-ranked Mendoza College of Business! These instructors comprise the best coaches, teachers and experts possible – all gathered in one convenient program for you.

Jerome Barrett, EdD

Jerome Barrett serves as a mediator and arbitrator in labor-management conflicts, as well as trainer and writer on conflict resolution. He holds an MA in Industrial Relations from the University of Minnesota and an EdD in Human Resource Development from George Washington University. He has worked at the Federal Mediation and Conciliation Service and other conflict-resolution organizations. His two most recent books include: *Interest-Based Bargaining*, published in Ireland (2005), and *A History of Alternative Dispute Resolution*, published by Josseybass (2004). He is the historian of FMCS and two other conflict resolution organizations.

Peter A. DeLisle, PhD

Peter DeLisle is an adjunct faculty member in Executive Education in the Mendoza College of Business, where he has served as a program facilitator and faculty member in a variety of custom programs. He holds a Doctorate of Philosophy in Human Resource Development Leadership from the College of Education at the University of Texas in Austin. Over the last 10 years, he has worked extensively with engineering students and practitioners. He was the first holder of the Severns Chair in Human Behavior in the College of Engineering at the University of Illinois. He also has experience in human resources at Hewlett-Packard, where he was personnel manager, and Convex Computer Corporation, where he was vice president for human resources.

Joseph Holt, JD

Joseph Holt is the Director for Executive Ethics in the Executive Education program at the Mendoza College of Business. He spent 11 years as a Jesuit seminarian and priest, studying languages and earning graduate degrees in philosophy at Fordham University, theology at the Weston School of Theology, and biblical theology at the Gregorian University in Rome. He received his JD from the Harvard Law School in 1996. He then worked as a corporate attorney for five years at major law firms in Chicago and Denver. He was a senior lecturer in law and Director of the Clinic on Entrepreneurship at The University of Chicago Law School, where he taught entrepreneurship and the law, negotiation and mediation.

Charles Naquin, PhD

Charles Naquin is an Assistant Professor in the Department of Management at the Mendoza College of Business. He received his BS from the University of Texas at Austin and his PhD from Northwestern University. His area of expertise lies in negotiation with a special focus on: 1) team and group negotiation and 2) the use of technology in negotiation. Dr. Naquin has taught negotiation at the undergraduate, MBA and executive levels, with corporate assignments at Bayer, Sprint and the Gillette Company. His research can be found in such peer-reviewed outlets as the *Journal of Applied Psychology*, *Organizational Behavior and Human Decision Processes*, and *International Negotiation*.

Gaylen D. Paulson, PhD

Gaylen Paulson is a program faculty member in Executive Education at the University of Notre Dame. He has taught in the Notre Dame Executive MBA and Master of Science in Accountancy programs and regularly leads seminars in negotiations for executives in a variety of custom programs in Executive Education. He received an MS and PhD in Communication Studies at Northwestern University. He trains and consults widely, offering programs focusing on negotiation skills, managerial leadership and strategic influence in organizations such as 3M, Bayer, The Conference Board, Dell, Ernst & Young, HEB, Johnson & Johnson, Microsoft, National Public Radio, Pfizer, and Texas Instruments.

Ann Tenbrunsel, PhD

Ann Tenbrunsel is an Associate Professor in the Department of Management at the University of Notre Dame. She received a PhD and an MBA from Northwestern University and a BSIOE from the University of Michigan. Dr. Tenbrunsel teaches management and negotiation courses at the undergraduate and MBA level. Her research interests focus on decision making and negotiations, with a specific emphasis on ethics. She has published in these areas in several journals and is the co-editor of two books. Prior to obtaining her PhD, she worked as a sales and marketing consultant for ZS Associates and as a sales support analyst and engineer for S.C. Johnson and Son.



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One simple call connects you to the broad range of benefits offered by the University Alliance. You will be assigned a program representative who serves as your contact for non-academic issues – answering questions about financing options, helping you to enroll in the next class and more. Technical support personnel and other professionals are also easily accessible every step of the way.

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CERTIFICATE PROGRAM TUITION

Executive Certificate in Negotiation

Take all three courses and receive your **Executive Certificate in Negotiation**. Earning an executive certificate demonstrates your solid understanding of core negotiation skills and helps you become a more effective business leader and communicator.

Sign up for all three courses in this track and receive a special tuition rate of \$4,995. That's \$945 off the regular tuition price of \$5,940 for all three courses individually.

Negotiation

Negotiation Essentials	\$1,980
Advanced Negotiations	\$1,980
Strategies for Conflict Management	\$1,980
TOTAL	\$5,940
Special Package: All three courses (a \$945 savings)	\$4,995

ACE Recommendation: Undergraduate, 2 semester hours for each eight-week course.

Continuing Education Units (CEUs): Earn 1.6 CEUs for each eight-week course.

WHAT TYPES OF DISCOUNTS AND ASSISTANCE ARE AVAILABLE?

Tuition Assistance

Your tuition cost may be covered by your company's tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information.

Career Training LoanSM

SLM Financial, a Sallie Mae company, offers a comprehensive, flexible, low-cost loan product specifically designed to help working adults who enroll in an accredited university's distance learning undergraduate or graduate degree program or certificate program. The SLM Financial Career Training Loan, with its quick application and approval process, will have you ready to enroll in the next available session. For more information on the SLM Financial Career Training Loan, contact a program representative today or fill out an online application.

Military Discount

Special discounts are available for active U.S. military servicemembers. Please call for more information.



CORPORATE PROGRAMS

Unleash the Power of Your Organization

Establish a corporate training program today, and begin to see positive results in your organization immediately!

What You'll Get

A well-educated workforce equals corporate success. Along with saving your company valuable time and money, you'll provide your employees with the opportunity to learn the necessary skills to lead improvement initiatives that result in measurable sales growth, economic value, customer satisfaction and retention, and employee satisfaction and motivation. These skills will help increase your bottom line and create a streamlined work environment.

Start With a Pilot Program!

Register a group of your employees in an online class, and see how their newly acquired knowledge increases productivity and impacts your bottom line. This pilot program offers the following services to your organization:

- Special corporate pricing
- A unique, expert-led online session to "kick off" the course
- A survey of employees after class to ensure quality and satisfaction
- An end-of-course review with corporate managers
- All employees will be in the same online class

"Tomorrow's business leaders will need an increasingly wide range of skills. For those with gaps in their knowledge, executive education programs are an important way of plugging the holes."

*Bill Ridgers, Editor of 2006 Executive Education Survey
by the Economist Intelligent Unit*

**Guarantee your staff's success with negotiation skills from the University of Notre Dame!
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